

Attendance Policy

EdTech & Training

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a student attendance policy covering the minimum requirement, leave types, medical condonation, shortage consequences and tracking. Use this to formalise attendance rules. For a broader conduct policy use Learner Code of Conduct.

Purpose of this tool & output

Draft attendance rules

How the output is used

Adopt the attendance policy to set clear attendance rules, minimums and consequences.

Who receives it

Approved by the academic head; applies to all learners and is communicated up front.

Important cautions

AI-generated draft; align with regulatory/affiliation requirements.

Companion documents

- Student / Learner Policies
- Academic Integrity Policy
- Grievance / Appeals Policy
- Learner Code of Conduct

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.